



## Guidelines for applying for the Jump Start Business Grants

The Frederick County Jump Start Business Grant program is **OPEN** at

<https://www.frederickcountymd.gov/8096/Jump-Start-Frederick-County-Business-Gra>

When applying for these programs, please note the following guidelines to complete the correct application. These guidelines are designed to assist you in completing the application process. The application period is open now and closes 11:59pm on June 5, 2020. Applicants will not be selected on a first come, first serve basis.

1. Please use Google Chrome or Microsoft Edge as your browser to access the website.
2. To begin the process **you must FIRST register a profile on the website.**
  - a. Enter your email address
  - b. Enter a password (passwords must be 6 characters, and include at least 1 uppercase letter, 1 digit, 1 special character)
  - c. Confirm that password by entering it a 2<sup>nd</sup> time in the box provided
3. Check your email inbox (check spam folder as well) for an email from [info@discoverfrederickmd.com](mailto:info@discoverfrederickmd.com) to confirm your identity.
  - a. Click on the link in this email in order to confirm your registration
  - b. Once you click you will be taken to a page that says Your Email is Confirmed
4. Now **LOG IN** using the email and password you registered with
5. The first time you log into the system it will take you to a profile screen. Please complete the information per below
  - a. All fields must be completed
  - b. Organization name is the legal name of the business applying for the grant. If you are a sole proprietor enter your legal name
  - c. Enter the phone number as numbers only. (e.g. 5555551234) Do not use dashes, commas or any non-numeric entry
6. Select the appropriate grant program. **This is very important.** The employee count question is different for the Micro and the Small Business applications.
7. There are 3 grant applications online and you must select the one that applies to your business. Except for the Farm application, this selection is based upon employee count as of March 13, 2020:
  - i. **Micro Business** – 1-9 employees
  - ii. **Small Business** - 10-50 employees
  - b. **NOTE:** Question 2 of the application will help you confirm that you have selected the correct application. If the employee count does not match your business size, then you need to stop and click **Find Application Form** in top menu to start the correct application
8. Enter financial information without any commas, dashes or dollar signs. **Enter numbers only.**
  - a. It is not required to enter cents
9. Answer every required question. Questions that are required with contain a red asterisk. \*
10. **IMPORTANT:** Remember to hit **SUBMIT**

Any questions about the program and the application, should be sent to [info@discoverfrederickmd.com](mailto:info@discoverfrederickmd.com)